

 <div style="text-align: center;"> STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">02.01.050</div>	PAGE <div style="text-align: center;">1 of 5</div>
		EFFECTIVE DATE <div style="text-align: center;">August 10, 1999</div>	
SUBJECT Use of State Telephones, Fax Machines, Computers, & Other Office Technologies		SUPERSEDES	DATED
TITLE Administration	CHAPTER General Administration	APPROVED BY	

PURPOSE

Under Alaska Statute AS 39.52 Alaska Executive Branch Ethics Act, employees are prohibited from using State time and equipment in support of personal activities. Telephones, fax machines, desktop computers, and other office technologies are provided by the State for our use in handling the ongoing requirements of our jobs. These devices are provided for use in conducting official State business and any other use is prohibited. Of primary concern is the use of long distance telephone calls, fax machines, State computers, and State networks for other than purposes directly associated with State business, or in such a manner that impedes State business. Violations of the Ethics Act can result in disciplinary action up to and including dismissal.

POLICY

It is the policy of this Department that the use of telephones, fax machines, computers, networks, and other office technologies shall be restricted to the conduct of official State business, other than those uses which are minor and inconsequential, under the distinction in AS 39.52.110 (a)(3). A factor indicating that a use is minor and inconsequential is that the Department will incur no additional cost. The use of State time and equipment to pursue personal or outside business/employment activities is not considered minor and inconsequential.

This Department shall follow the attached *State Policy Regarding Personal Use of State Office Technologies*, to guide employee use of desktop computers and other State-provided computing resources. In addition to the attached *State Policy*, employees must take care to avoid putting any personal software or data files on State computers that may inadvertently introduce viruses or other damaging problems to State computers and/or networks. Employees subject themselves to disciplinary action upon any deliberate misbehavior that compromises the operations or work of staff administering and managing the Department's network and computer technologies. Examples of inappropriate behavior include, but are not limited to, the following unless specifically authorized:

- Using network sniffers/analyzers
- Accessing or disseminating passwords
- Installing or using new network applications
- Damaging computer resources or data
- Denying or impeding access to authorized users of approved services
- Assuming the electronic identity of another person without prior approval
- Willfully deleting, erasing, or making harmful modification to data files valuable to the State
- Other actions which threaten the integrity, impede performance, or compromise the security of the department's networks and computers, such as the deliberate circumvention of a desktop or network administrator account in order to access secured files or locked down operating systems.

Infractions are to be reported to and investigated by the department's Human Resources Manager or designee. Network traffic and data files are confidential only to the extent of State statutes and are not the property of an employee.

Telephone Use

For the traveling employee, there may be a need to make official telephone calls to various agencies or individuals. This is to be accomplished by having the operator charge the call to the home office phone, or to any other Department phone, or telephone calling card. When charging calls to a number other than the home office phone, the person to whom the number is assigned must be informed, preferably in writing.

In the event an employee is called at the office for personal reasons, and the call is collect, the operator must be informed to charge the call to the employee's home phone. Under no circumstance will an employee accept a personal collect call at the office and let the call be charged to the State.

Telephone call logs stored in digital telephone equipment or recorded in billings, along with stored digital voice mail are confidential only to the extent of State or Federal regulations and are not the property of the employee.

AUTHORITY

Alaska Statute Chapter 39.52 Alaska Executive Branch Ethics Act
 Alaska Administrative Code Chapter 09 AAC 052 Executive Branch Ethics Act
 Department of Administration, Division of Personnel, Policies and Procedures Section 4.2 Ethics

IMPLEMENTATION RESPONSIBILITY

Regional/System/Headquarters Directors
 Supervisory employees are charged with the direct responsibility of insuring that subordinate employees are aware of and comply fully with this policy.

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Regional/System Directors
Headquarters Directors
ANC Director/FIA Manager/AIAS
Internal Review/DBE
Statewide Aviation

DATE: October 14, 1996

TELEPHONE NO: 465-3901
TEXT TELEPHONE: 465-3652
FAX NUMBER: 586-8365

FROM: Joseph L. Perkins, P.E.
Commissioner

SUBJECT: Use of Office Technology

The attached state policy regarding use of office technology for Alaska's state employees is effective immediately.

As you will note, it is a refinement of existing Knowles Administration policy and DOT&PF policy. This new policy statement, while not exhaustive, clearly states prohibited uses of office technology. These prohibited uses must be read and understood by all employees. The policy states in part, *"User accounts and password access may be withdrawn if a user violates this policy. Violations may also result in possible personnel action up to and including termination, and depending on the severity, may result in criminal prosecution and/or civil liability."*

You are asked to distribute this policy to all employees in your Region/System, full and part-time; to assure that each of them reads the policy and has the opportunity to ask questions if they do not understand any part of it; and to sign a copy of the policy indicating their understanding. All signed copies must be returned to the Regional/System Personnel Office where they will be filed in individual personnel files.

While I understand that some of you have employees in remote offices, I expect that this will be done as expediently as possible -- we should have them back for most employees within the week and all should be in no later than November 8, 1996.

If you have any questions about the policy itself, please call Nancy Slagle at 465-3911. If employees have questions about how to clear computer files, they can contact your local network administrator.

Attachment

cc: Nancy J. Slagle, Administrative Services Director

State Policy Regarding Personal Use of State Office Technologies

It is in the best interest of the state to encourage Alaska's state employees to learn to use the new office technologies that are fundamental to their future success as state employees. Use of technology that meets ethical standards and provides exposure, education, or experience is allowable and encouraged under this policy.

The office environment has a wide variety of technologies such as: digital telephone services (voice mail, message broadcasting, message and call forwarding), fax servers, image scanning and copying (color, reduction, enlargement, binding, collating), shared and stand-alone computers (fixed, portable), pagers (text and voice), cellular phones, data networks (local, regional, global), dial-up network facilities, Global Positioning Systems (fixed, portable), VHF and CB radios (fixed, portable), and wireless dispatched office pick-up/delivery courier services.

Use of office technologies is no different from use of any other state-provided item in the work place. Executive Branch public employees of the State of Alaska must conform to applicable Alaska statutes, orders, and codes. Recognizing the very different agency missions or division-specific needs, agencies may adopt more stringent, specific, or detailed guidelines. Reasonable use and common sense must prevail in the work place use of office technologies. All policies must contain:

Prohibited uses of office technologies (not necessarily limited to the following):

1. Use for any purposes which violate a United States or State of Alaska law or the Alaska Administrative Code.
2. Use for any commercial activities, including commercial advertising, unless specific to the charter, mission, or duties of the government agency.
3. Use for access to or distribution of indecent or obscene material or child pornography.
4. Harassing other users, computing systems, and/or damaging or altering the software components of same.
5. Use for fundraising, political campaign activities, or public relations activities not specifically related to state government activities.
6. Any activity which adversely affects the availability, confidentiality, or integrity of any office technology.

The Executive Branch Ethics Act states a public employee may not "use state time, property, equipment, or other facilities to benefit personal or financial interests" (AS 39.52.120(b)(3)). Further, "standards of ethical conduct for members of the executive branch need to distinguish between those minor and inconsequential conflicts . . . and those conflicts of interests that are substantial and material." (AS 39.52.110(a)(3))

Applicable Statutes, Administrative Orders, and Codes that you may refer to include, but are not limited to: AS 39.52, Alaska Executive Branch Ethics Act; Administrative Order #81, Nondiscrimination and Nonharrassment; Administrative Code 9 AAC 52, Alaska Executive Branch Code of Ethics; AS 39.25.160, Alaska Little Hatch Act; AS 24.60, Legislature Standards of Conduct.

The State of Alaska reserves the right to routinely monitor Internet and E-mail use by individuals and report such use to appropriate supervisors. Contents of state employees' computers are also subject to "Public Records" requests.

This policy is to be read and signed by all employees in the presence of their supervisor or agency human resources staff and filed in each employee's personnel file. The signature of the employee constitutes acknowledgment of their obligation to abide by the policy. Use of the Internet and other office technology is a revocable privilege. User accounts and password access may be withdrawn if a user violates this policy. Violations may also result in possible personnel action up to and including termination, and depending on the severity, may result in criminal prosecution and/or civil liability. After reading and signing this policy, state employees have 48 hours after the date signed to clear any material that does not conform with this policy from any office technology.

Signature of Employee

Signature of Witness

Printed Name of Employee

Printed Name of Witness

Department

Department

PCN

Date

PCN

Date